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**Improving Forms and Forms Handling for
the South Carolina Department of Natural Resources
Boat Titling & Licensing Programs**

March, 2004

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Overview

The Problem: The South Carolina Department of Natural Resources (DNR) currently uses over eleven different forms to manage its Boat Titling and Licensing efforts with the general public. Many of these forms have a specific purpose, and are designed and manufactured to meet special needs of the Boat Titling and Licensing sections of the DNR. The DNR uses in-house folder/sealer equipment to prepare these forms for mailing, and production costs for these forms is expensive because of glue patents and special equipment handling requirements. This report explores some possible alternatives or solutions to reducing the cost, management and handling of these forms.

Hypothesis: Other methods of producing like-forms exist in the marketplace to help reduce production costs and avoid the need for sole-sourced purchases of forms that use the patented glue process, which is more expensive than standard pressure seal forms. Other cost-saving methods may also be available from outside forms handling services, or by creating “generic” laser imprint forms, instead of using expensive continuous feed forms with special glues and handling requirements.

Possible Solutions: By replacing the current InfoSeal[®] folder/sealer with standard pressure seal folder/sealer equipment, DNR Titling and Licensing forms could be replaced with lower cost, standard pressure seal forms, reducing forms cost over a short period of time. The DNR could also consider other methods of sealing and mailing through the Budget and Control Board office of CIO to accomplish the same cost-savings. Or, the DNR could convert its current forms to laser cut forms. This would require upgrading the department’s existing dot matrix printers to laser

printers, but would eliminate the need for both bursting equipment currently used for continuous feed forms, and the need for custom, preprinted forms by utilizing generic “over-the-counter” forms to create the various title, certificate and renewal forms as needed.

Why change the forms at all?

DNR’s current Strategic Plan outlines the need to accomplish our mission by stating that the DNR “maintains an agency culture that continuously seeks to improve operations and effectiveness in a professional manner for its employees and customers.”¹ This mission can best be met through the Internal Management and Operations Strategy, Action 2: “Explore and develop applicable technological innovations to improve natural resources management, planning and customer service.”²

The current budget situation for DNR and all of South Carolina state government has also emphasized the need for creative solutions to everyday business situations and cost management. As the Publications Coordinator for the department and the person primarily responsible for designing, purchasing and evaluating the forms that are being utilized each day by the DNR, I felt that this report could be of great benefit to the department.

1 South Carolina Department of Natural Resources. SCDNR Strategic Plan, April 2001, DNR Agenda, page 2.

2 Ibid, Strategy 5: Internal Management and Operations, Action 2, page 5.

An Introduction to DNR's Forms

The primary forms used by the DNR are shown in figure 1. Most forms have one specific use, and have been developed over the last several years to meet only one goal. There are a few, however, that are used for multiple purposes. Samples of these forms can be found in Appendix A.

Form No.	Form Type	Purpose	Date Last Printed	Quantity
1	Watercraft Renewal Mailer	Reminds boat owner that decals and registration will soon expire.	10/1/03	75,000
2	License Renewal Mailer	Reminds hunting or fishing license holders to purchase new licenses, permits or tags.	1/2/01	75,000
3	Watercraft Registration Card	Issued to new or existing boat owners to allow legal operation of watercraft (required).	10/8/01	50,000
4	Generic License Card Mailer	Used when mailing single license privileges to customers.	9/10/01	100,000
5	Certificate of Title Mailer	Issued to new or existing boat owners to title watercraft (proof of ownership).	11/3/03	60,000
6	Outboard Motor Decal Mailer	Issued to new or existing boat owners to register motors (decal is required).	10/2/02	50,000
7	Watercraft Registration Card & Decal Mailer	Issued to new or existing boat owners (registration card and boat decals are required).	10/2/02	130,000
8	Generic Mailer	Multiple uses. Correspondence with license agents, outgoing form letters, reports, etc.	1/2/01	50,000
9	Nongame Fish Tag Renewal Form	Reminds existing nongame fish tag holders to purchase new tags for current year.	1/2/01	21,000
10	Fur License Renewal Form	Reminds existing fur tag holders to purchase new tags for current year.	1/2/01	2,100
11	Piedmont Antlerless Deer Tag Mailer	Issues tags to hunters to allow legal harvest of antlerless deer.	5/30/03	25,000
12	Shrimp Baiting Permit Mailer	Issues tags to shrimp baiters to allow legal harvest of shrimp.	5/30/03	50,000

Figure 1. DNR forms breakdown showing primary use and average quantity.

Each of these forms is used throughout the course of a year to issue titles, certificates, registration cards, decals, licenses, permits or tags. The total number of pieces mailed each month, however, is not currently tracked for each of the forms. The figures that are available on boating transactions and license renewal efforts are impressive and clearly prove the need to explore cost efficient alternatives. Figure 2 charts the watercraft renewal mail-outs for each month in 2003. It illustrates well the seasonal activity of boat titling and title expirations. To look at forms use in general, figure 3 breaks down the types of forms sent out during the fiscal year 2003 for several different types of boating transactions. This chart shows the need to send the same type of form to different customers for different needs. For example, a title mailer is required for new boat registration, title transfers and motor titles. The form may also be used if the customer requests duplicate copies, for either co-owners or lost titles. The total mail-outs for the boating section during FY 2003 was 133,953 pieces (an average of 11,163 pieces per month).

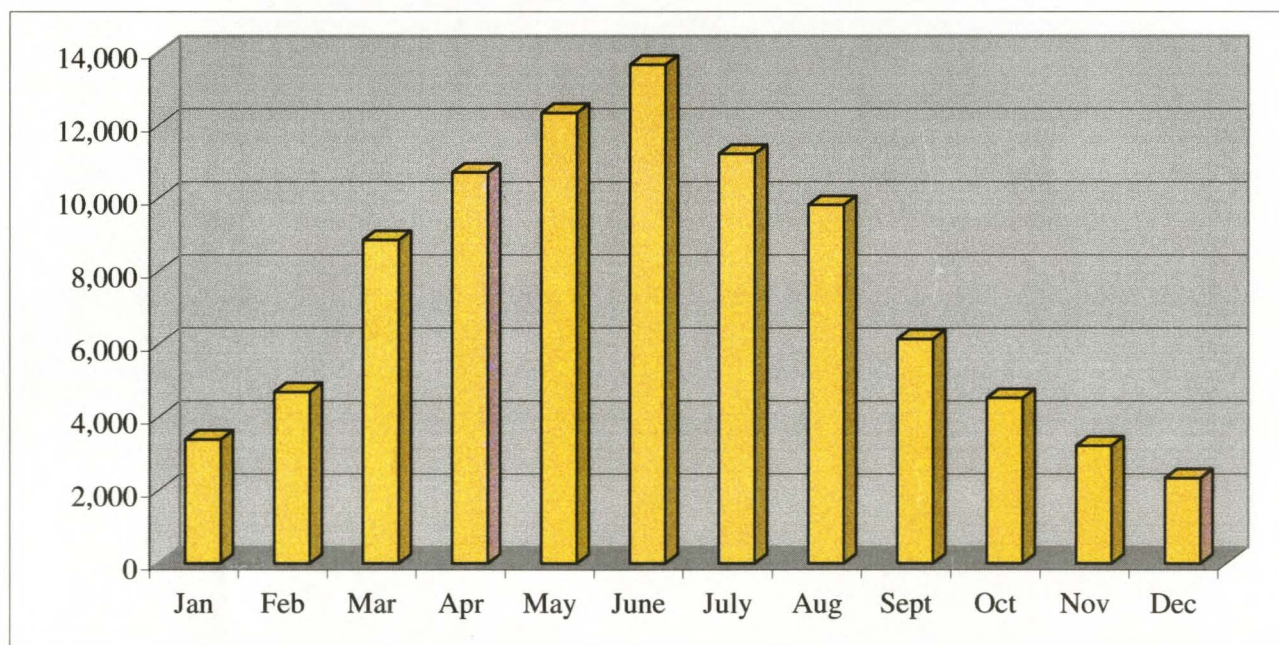


Figure 2. Watercraft renewal notice totals for the 2003 calendar year.

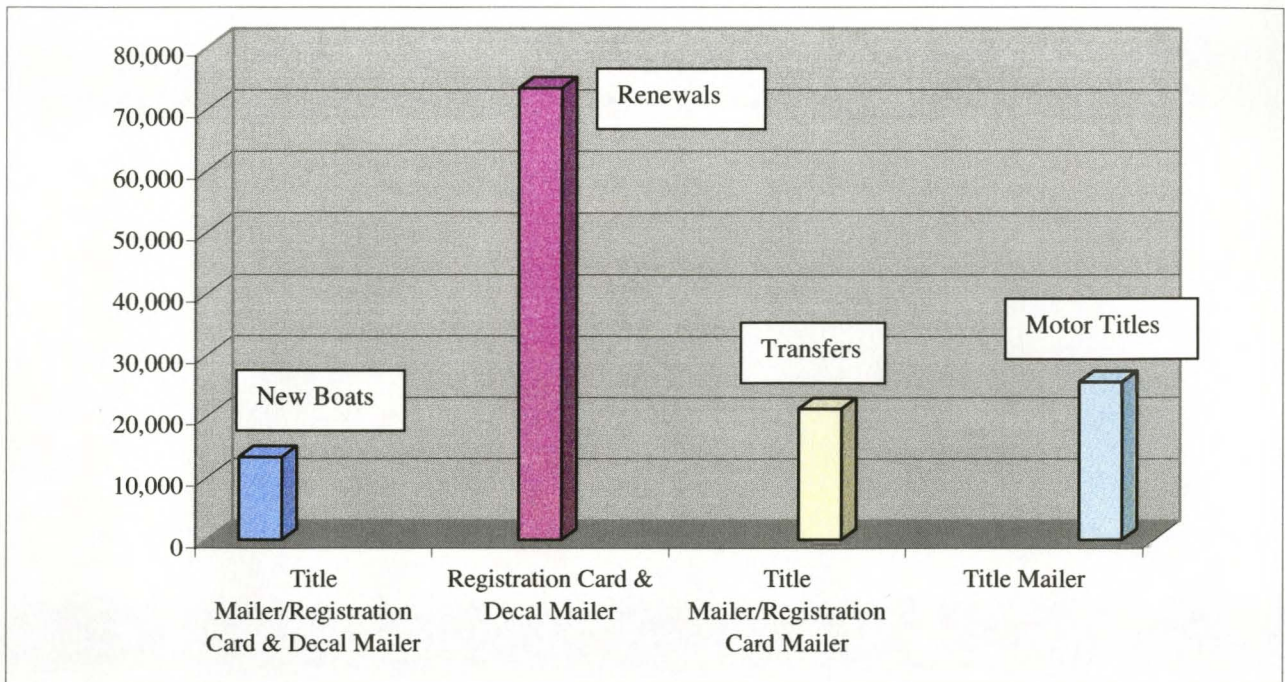


Figure 3. Mail-outs by boat transaction type, FY 2003.

On the licensing side, 375,271 license renewal notices were mailed using a new, direct mail effort in 2003. Response was very good, and the department will continue to use this method to renew licenses, permits and tags for our customers. DNR has contracted with an outside vendor to sort, imprint and mail the renewals to both residents and nonresidents of South Carolina. These “Express Renewals” have reduced the number of forms handled in-house by licensing staff for annual renewals, but fulfillment requirements after the forms are returned have increased. If a customer orders a single license with no other items, a separate generic license mailer form is imprinted and returned to the customer (one piece of mail). If that customer orders multiple items, each form is imprinted and then hand inserted into an envelope and mailed out as a bulk package. These packages, for example, may include Antlerless Deer Tags, Shrimp Baiting Tags, a license form with multiple privileges, other plastic tags or even a Sportsman’s Calendar from *South Carolina Wildlife*. This means that as many as four fold and seal forms may be used to fulfill one Express Renewal response. Each form is imprinted, bursted and sealed prior to being packaged and

mailed. The licensing section does not currently track the total volume of forms processed, but has plans to implement a method to track the total volume of forms printed.

The Problem

The handling of such a high volume of forms has created a need for reliable, efficient forms manufacture and handling to meet the needs of staff and our customers. The current equipment in place at the DNR was purchased through a Request for Proposals (RFP) in 1996. The contract for the folder/sealer was awarded for an InfoSeal[®] machine. InfoSeal[®] is a patented glue technique that requires water to seal the mailers before postage is applied. Because of the patented glue process, the cost for the forms was originally much higher than conventional pressure seal glues, which require about 22 pounds of pressure (and no water) to bond. After researching glue types, a different method was found using U-SEAL[®] pressure sensitive glue, another patented process that only required eight pounds of pressure, and could be used on the existing InfoSeal[®] equipment by turning off the water jets. Some specific problems with using U-SEAL[®] instead of InfoSeal[®] were discovered, however. InfoSeal[®] refused to service the folder/sealer if the DNR did not use InfoSeal[®] forms only, and U-SEAL[®] forms would not maintain their adhesive seal on forms that contained decals, tags, or some laminated punch-out cards.

Since privacy of personal customer information is critical, only forms without decals or bulky punch-out cards use the U-SEAL[®] glue forms. The department no longer has a service contract on the aging InfoSeal[®] equipment, and runs U-SEAL[®] forms whenever possible to help manage high forms cost. A cost comparison of the three primary form types is shown the following figure. Standard pressure seal cost was added whenever possible.

Form	Form Type	Quantity	InfoSeal [®] Cost	U-SEAL [®] Cost	Pressure Seal Cost
1	Watercraft Renewal Mailer	75,000	Not available	\$5,550	\$3,969
2	License Renewal Mailer	100,000	\$5,240	Not available	\$4,499
3	Watercraft Registration Card	50,000	\$8,545	\$7,890	\$6,115
4	Generic License Card Mailer	100,000	\$12,668	Not available	Not available
5	Certificate of Title Mailer	60,000	Not available	\$4,440	\$3,886
6	Outboard Motor Decal Mailer	50,000	\$11,500	Not available	\$9,035
7	Watercraft Registration Card & Decal Mailer	130,000	\$33,957	Not available	\$28,663
8	Generic Mailer	50,000	\$4,788	Not available	Not available
9	Nongame Fish Tag Renewal Form	21,000	Not available	\$1,284	Not available
10	Fur License Renewal Form	2,100	\$304	Not available	Not available
11	Piedmont Antlerless Deer Tag Mailer	50,000	\$17,568	Not available	\$16,760
12	Shrimp Baiting Permit Mailer	25,000	\$9,849	Not available	\$11,464

Figure 4. Forms cost comparison. Only comparisons with exact quantity matches were used to ensure accuracy.

The problem is, therefore, three-fold. The equipment, the forms ability to remain sealed and the forms cost are all in need of improvement to keep the work flow stable enough to accommodate the volume of forms mailed each month.

- The InfoSeal[®] equipment is old, and service is not available. The DNR must rely on the two pieces of equipment that are in place.
- The current equipment is also not suitable for applying the pressure needed to seal forms other than those created specifically for that equipment. Items that do not remain sealed are a critical problem. U-SEAL[®] forms only need eight pounds of pressure to seal, but cannot handle mailers with decals, tags or laminates built in. Though it works well on the standard forms without carriers, staff must be aware of which form is an acceptable form for U-SEAL[®] glue. InfoSeal[®] forms do stay sealed fairly well, but limit the ability

to competitively bid forms because of patents. Though the equipment is still working as expected, upgraded equipment could possibly lead to an overall solution, by allowing the efficient use of multiple types of forms.

- And, the need to competitively bid forms manufacture can help reduce cost overall. U-SEAL[®] forms would stay sealed better if run through a folder/sealer that could apply more pressure than the InfoSeal[®] equipment, and, standard pressure seal forms could reduce costs even more (also if a higher pressure folder/sealer was in place). InfoSeal[®] forms could still be utilized by continuing to run the InfoSeal[®] equipment currently in place.

What are the possibilities? (Hypothesis and Possible Solutions)

After researching possible solutions through outside vendors, the Budget and Control Board Chief Information Officer (CIO) and other sister agencies (such as Labor, Licensing & Regulation), there seems to be three or four viable alternatives to processing DNR's Boat Titling and Licensing forms. The first of these was developed with the help of Moore Business Forms representative, John Riser.

John helped evaluate the cost comparisons for the chart used in figure 4 (page 9). Varying the type of seal used, and opening up competitive bidding for DNR forms can save several thousands of dollars each year. Figure 5 show the potential cost savings using this method.

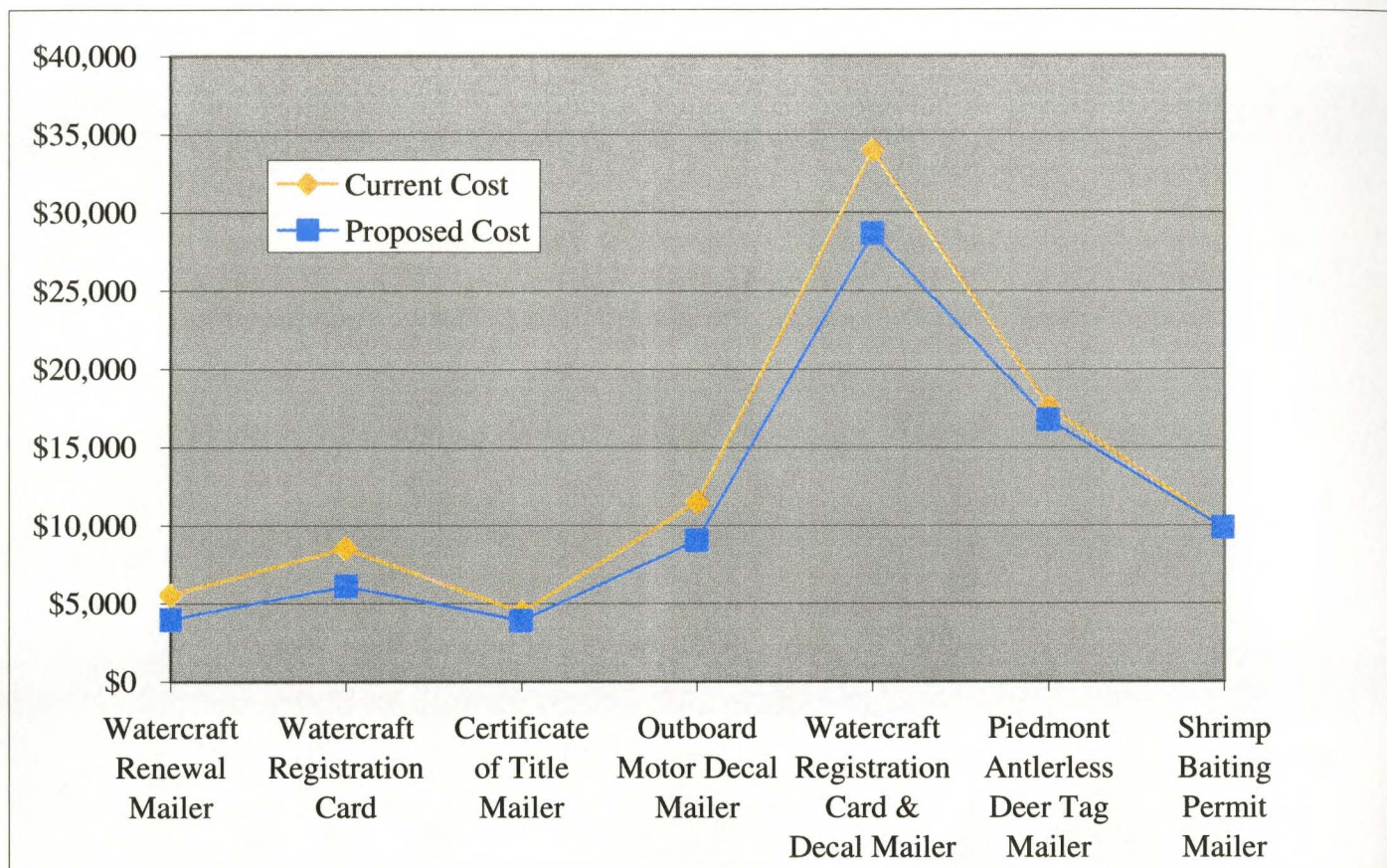


Figure 5. Proposed cost savings through best-value method of manufacture.

To implement this solution, however, DNR would be required to purchase a folder/sealer that was capable of running standard pressure seal forms. Several of these folder/sealers are available through competitive bids, and an example of this type of equipment is included in Appendix B of this report. The cost for this equipment varies considerably depending on the individual specifications of the equipment. A safe starting point would be approximately \$16,000, which would be recouped through the cost savings in forms production.

A second solution would be to contract with the state Budget and Control Board office of CIO to imprint, burst, seal and mail forms for the DNR. Al Hoy with the CIO provided information on the Budget and Control Boards processes and has scheduled a tour of their facility for April of 2004. The Budget and Control Board charges a fee for their service and the purchasing agency must provide the printed forms (with standard pressure seal), and pay a set rate per each 1,000 lines

printed. Per page rates are also being developed, and money is transferred by way of inter-departmental transfers. Long term costs for this option would not likely benefit the DNR, but this solution may be worth considering if staff cuts become necessary and DNR can no longer manage its forms in-house.

The third most likely solution would be to leave things as they are. DNR staff is now well aware of the shortcomings of certain forms, and has the knowledge and capability to maintain the status quo. The drawback of this solution is, of course, the ticking time bomb. Current equipment is aging and service is already no longer available. With senior staff looking at retirement, buy-outs and considering normal turnover, training new staff about the quirks in the current system becomes a key factor in the success of handling DNR forms. Though leaving things as they are is a solution, the danger is that current equipment may fail, or staff may repeat old mistakes and cause problems rather than improve the situation.

There is one last possibility that was not explored thoroughly as a solution. Over the counter laser forms are available that can accomplish the same goals that the department has for its forms use. The technology exists to custom imprint each for with not only the customer information, but with graphics, form grids and backgrounds as well. Through this could nearly eliminate the need for preprinted forms, the cost to replace the current dot matrix printers, front-end computer systems and database system overhaul and training is far too much to consider this as a viable solution right now. The commitments required to pursue this option as a solution should most likely wait until the current budget situation improves, or until specific monies and a more thorough evaluation can be conducted.

Conclusion

The handling of the forms used by the DNR on a daily basis has evolved over many years and, even though it is a complex and complicated process, it is managed fairly well given the restraints that DNR has on equipment, forms and purchasing requirements. The department should strongly consider purchasing a new folder/sealer to take advantage of the ability to use multiple types of forms to achieve its goal of efficiency, prompt service and safe handling of our customers licenses, titles and personal information. The cost of new equipment can actually help reduce the overall costs of forms for the DNR. That cost savings can not only help pay for the equipment within a matter of a few years, but also lead to a more reliable method of handling the forms that are used and mailed each day from the DNR to its customers around the world. Out-of-state and international visitors often receive licenses from DNR by mail and the ability to send that customer their license to hunt, fish or enjoy South Carolina's resources is a key part of DNR's strategic plan and goals for its mission.

"The South Carolina Department of Natural Resources (SC DNR) is the advocate for and steward of the state's natural resources," and our vision is to "enhance the quality of life through management and protection of natural resources."³ Since our customers do all of the hunting, fishing, and boating in our state, the DNR places top priority on meeting their needs. If changing our forms helps meet that goal and can save dollars, then the DNR is definitely on the right track.

3 South Carolina Department of Natural Resources. SCDNR Strategic Plan, April 2001, DNR Vision and Mission, page 1.

Works Cited

The South Carolina Department of Natural Resources Strategic Plan, **The Natural Resources Agenda: A Strategy for Managing South Carolina's Natural Wealth**, April 2001.

2002/2003 Annual Accountability Report, South Carolina Department of Natural Resources.

Moore Lasermate[®] Pressure Seal Forms Guide, 2003

Appendix A

SOUTH CAROLINA
DEPARTMENT OF
NATURAL RESOURCES
TITLING & REGISTRATION
P.O. BOX 167
COLUMBIA, S.C. 29202-0167
(803) 734-3857
FAX: (803) 734-4138

Upon approval, you will receive a new registration card and decal to affix to your watercraft showing your registration has been renewed.

Notify Boat Titling & Registration, P.O. Box 167, Columbia, SC 29202-0167 in writing within 15 days of any change of ownership or address furnishing full information along with title number.

**PLEASE DO NOT FOLD
REPLY CARD**

DETACH BOTTOM PORTION AND RETURN WITH YOUR CHECK MADE PAYABLE TO S.C.D.N.R.

VESSEL TYPE	HULL COLOR	HULL IDENTIFICATION NO.	STATIONARY
SALE	REGISTRATION	OTHER	SALES TAX
COUNTY		CITY	ZIP CODE

IF YOU ARE A NON-RESIDENT,
PLEASE PRINT YOUR NAME AND ADDRESS.
YOUR SIGNATURE IS REQUIRED.

DATE OF BIRTH

REMOVE THIS
SLIP AT
PREPARATION

MUST EXHIBIT PHOTOGRAPH
AND SIGNATURE OF OWNER OR
REGISTERED OPERATOR ON ALL
APPLICATIONS FOR REGISTRATION
OR RENEWAL.

THE SOUTH CAROLINA DEPARTMENT OF
NATURAL RESOURCES
IS AN EQUAL OPPORTUNITY ORGANIZATION.

ALL RENEWALS
MUST BE MAILED
WITH LABEL
PAYMENT IN
ENVELOPE UNLESS
BY PERSONAL DELIVERY
IN THE STATE

IF YOU ARE A NON-RESIDENT, PLEASE PRINT YOUR NAME AND ADDRESS.

Form 1. Watercraft Renewal Mailer

**SOUTH CAROLINA
DEPARTMENT OF
NATURAL RESOURCES
LICENSE RENEWALS**

P.O. BOX 11710
COLUMBIA, S.C. 29211-1710

(803) 734-3838
FAX: (803) 734-9377

FOR HUNTING LICENSE RENEWALS ONLY - COMPLETE SURVEY ON BACK

**DO NOT FOLD
REPLY CARD**

DETACH BOTTOM PORTION AND RETURN WITH YOUR CHECK MADE PAYABLE TO S.C.D.N.R.

	NAME (LAST, FIRST, MI)	DOB	SEX
	DATE OF BIRTH		
	WORK PHONE		
	CELL		

PAYEE
ATTORNEY
ATTORNEY
ATTORNEY
ATTORNEY

RECEIPT NO. DATE

DATE OF BIRTH

WORK PHONE

CELL

ADDRESS

**REMOVE THIS
STUB AT
PERFORATION**

NAME, ADDRESS AND
PHONE WITH A CHECK OR
MONEY ORDER MADE
PAYABLE TO:

**SALESMAN GENERAL
P.O. BOX 11710
COLUMBIA, SC 29211-1710**

**PERSONS WHOSE
PREVIOUS ARE
RENEWED ARE
NOT ELIGIBLE
TO APPLY FOR
OR USE FOR
LICENSES,
PERMITS, STAMPS
OR TAGS.**


IF ANY OF THE ABOVE INFORMATION IS INCORRECT, THE APPLICANT MUST CORRECT THEM IN RED INKS.

Form 2. License Renewal Mailer

EQUIPMENT REQUIREMENTS
Minimum Required Equipment for Recreational Motorboats

EQUIPMENT	CLASS 1 (Less than 20 HP)	CLASS 2 (20 to less than 40 HP)	CLASS 3 (40 to less than 60 HP)
ENGINE	One approved device in each compartment of all gasoline engines installed after April 25, 1960, except outboard engines.		
EXHAUSTION	Exhaust must be directed away from the operator and must be equipped with a flame arrester and a muffler. Exhaust pipes must be installed in such a way that they do not obstruct the operator's view.		
SAFETY	One approved Type I, II or III device for each person on board in being must be readily accessible and in addition one Type IV throwable device.		
NAVIGATION	All boats must register in the Department of Natural Resources.		

Your registration number must be displayed on both sides of the forward half of your watercraft in clear English block characters of not less than three (3") in height. The color of the numbers must contrast with the color of the hull. The group of numbers shall be preceded by a number or alphanumeric symbol. Decals received when a watercraft is registered must be attached to each side of the bow of your watercraft immediately following the registration number within six (6") inches of the bow.



CONSTRUCTION	NUMBER	NOTE	USE	TYPE
1. BOAT	1. 01-9999	1. 01-9999	1. 01-9999	1. 01-9999
2. BOAT	2. 01-9999	2. 01-9999	2. 01-9999	2. 01-9999
3. BOAT	3. 01-9999	3. 01-9999	3. 01-9999	3. 01-9999
4. BOAT	4. 01-9999	4. 01-9999	4. 01-9999	4. 01-9999
5. BOAT	5. 01-9999	5. 01-9999	5. 01-9999	5. 01-9999
6. BOAT	6. 01-9999	6. 01-9999	6. 01-9999	6. 01-9999
7. BOAT	7. 01-9999	7. 01-9999	7. 01-9999	7. 01-9999
8. BOAT	8. 01-9999	8. 01-9999	8. 01-9999	8. 01-9999
9. BOAT	9. 01-9999	9. 01-9999	9. 01-9999	9. 01-9999
10. BOAT	10. 01-9999	10. 01-9999	10. 01-9999	10. 01-9999

S.C. DEPT. OF NATURAL RESOURCES
 TITLING & REGISTRATION
 P.O. BOX 167
 COLUMBIA, SC 29202-0167
 (803) 734-2857
 FAX: (803) 734-4138

DETACH THE ABOVE REGISTRATION CARD FROM THIS FORM AND SIGN IN THE SPACE PROVIDED ON THE BACK.

Form 3. Watercraft Registration Card Mailer


*Subscribe To The #1
Conservation Magazine
in North America!*

**SOUTH
CAROLINA
WILDLIFE**

Call Toll-Free
1-888-644-WILD

THIS IS THE LICENSE YOU REQUESTED FROM THE
SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES.
IF ANY OF THE INFORMATION PRINTED IS INCORRECT,
PLEASE CALL THE LICENSE DIVISION (803) 734-9000.
TO REQUEST A DUPLICATE OF YOUR LICENSE, SEND
A WRITTEN SIGNED REQUEST INCLUDING YOUR
SOCIAL SECURITY NUMBER AND \$1.00 FEE.
S.C. DEPARTMENT OF NATURAL RESOURCES
P.O. BOX 11710
COLUMBIA, SC 29211

**SOUTH CAROLINA
DEPARTMENT OF NATURAL RESOURCES**



DETACH THE ABOVE LICENSE FROM THIS FORM
AND SIGN IN THE SPACE PROVIDED ON THE BACK

Form 4. Generic License Card Mailer

S.C. DEPT. OF NATURAL RESOURCES
 TITLING & REGISTRATION
 P.O. BOX 167
 COLUMBIA, S.C. 29202-0167
 (803) 734-3857
 FAX: (803) 734-4138

Subscribe To The #1
 Conservation Magazine
 In North America!

**SOUTH
 CAROLINA
 WILDLIFE**

Call Toll-Free
 1-888-644-WILD



Please Check
 All Information
 And Notify
 SCDNR
 Immediately
 If Incorrect

DETACH AT THIS INCORPORATION AND RETAIN BOTTOM PORTION

The State of South Carolina
 CERTIFICATE OF TITLE

TITLE NUMBER		CERTIFICATE NUMBER		DATE OF SALE		AMOUNT	
BOOK	PAGE	BOOK	PAGE	YEAR	MONTH	DAY	AMOUNT
						1st	NAME
						L	LAST
						F	FIRST
						M	MIDDLE
						S	SUFFIX
						CITY	CITY
						STATE	STATE
						DATE	DATE
						AMOUNT	AMOUNT

The undersigned holder of the above ten (or less) described herein acknowledge full payment and satisfaction thereof.

1st ten _____ By _____ Signature Title

2nd ten _____ By _____ Signature Title

SWORN BEFORE ME THIS _____

AT _____ S.C. _____ Notary Public Signature

My Commission Expires _____

Form 5. Certificate of Title Mailer

*Subscribe To The #1
Conservation Magazine
In North America!*

**SOUTH
CAROLINA
WILDLIFE**

**SUBSCRIBE TOLL-FREE
1-888-644-WILD**

FOR BACKING INFORMATION
CALL 803-734-3867

Notify Boat Titling & Registration, P.O. Box 167, Columbia, SC
29202-0167 in writing within 15 days of any change of ownership
or address furnishing full information along with title number.

**PLEASE VERIFY SERIAL NUMBER ON DECAL WITH SERIAL
NUMBER ON TRANSOM BRACKET OF OUTBOARD MOTOR.
IF INCORRECT NOTIFY SCDNR IMMEDIATELY.**

S.C. DEPARTMENT OF NATURAL RESOURCES REGULATIONS
REQUIRE THIS DECAL BE AFFIXED TO THE STERNBOARD SIDE
OF THE OUTBOARD MOTOR.

DISPLAY

STANDARD POINTS
SEE OUTBOARD

APPLICATION OF DECAL

1. CLEAN SURFACE TO WHICH DECAL WILL
BE APPLIED OF GREASE, WAX OR OTHER
OILY SUBSTANCES. LET DRY.
2. REMOVE DECAL FROM BACKING BY
LIFTING CORNER AND PULLING UP.
3. POSITION DECAL, THEN PRESS FIRMLY
OVER DECAL SURFACE.

Send This Card To Remove Label From Backing

SOUTH CAROLINA
Department of Natural Resources


SERIAL NUMBER

TITLE NUMBER

OUTBOARD MOTOR

S.C. Dept. of Natural Resources
TITLING AND REGISTRATION
P.O. BOX 167
COLUMBIA, S.C. 29202-0167
(803) 734-3857
Fax: (803) 734-4138

Form 6. Outboard Motor Decal Mailer



INSTRUCTIONS

1. Clean surface to which sticker will be applied of grease, wax or oily substances.
2. Remove any other decals and place this decal within 6" following registration number.
3. Remove decal from backing paper by lifting at corner and pulling up.
4. Position sticker, then press firmly until tightly affixed to surface.



S.C. DEPARTMENT OF NATURAL RESOURCES

2007

S.C. DEPARTMENT OF NATURAL RESOURCES

2007

Your registration number must be displayed on each side of the forward half of your watercraft in clear legible block characters of not less than three (3") in height. The color of the numbers must contrast with the color of the hull. The group of numbers shall be separated by a hyphen or equivalent space. Decals retained when a watercraft is registered must be attached to each side of the bow of your watercraft immediately following the registration number either on the inside or outside as shown.

LEGEND

CONSTRUCTION	MATERIAL	FUEL	USE	TYPE
1. BOAT	1. ALUMINUM	1. GASOLINE	1. PERSONAL	1. CANOE
2. PWC	2. WOOD	2. DIESEL	2. FISHING	2. CAYAK
3. DORY	3. FIBERGLASS	3. OTHER	3. PLEASURE	3. HOUSEBOAT
4. PONTON	4. STEEL		4. RACEBOAT	4. TUG BOAT
5. PUNTO	5. WAX		5. SAIL	5. JET
6. INFLATABLE	6. ST. IRON		6. OTHER	6. POWER
7. OTHER	7. OTHER			7. OTHER

S.C. DEPT. OF NATURAL RESOURCES
 FILING & REGISTRATION
 P.O. BOX 347
 COLUMBIA, SC 29202-0347
 (803) 734-3887
 FAX: (803) 734-6139


VERIFY ALL INFORMATION

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

REG. NUMBER MAKE & MODEL COUNTY

MAKE REGISTRATION NUMBER

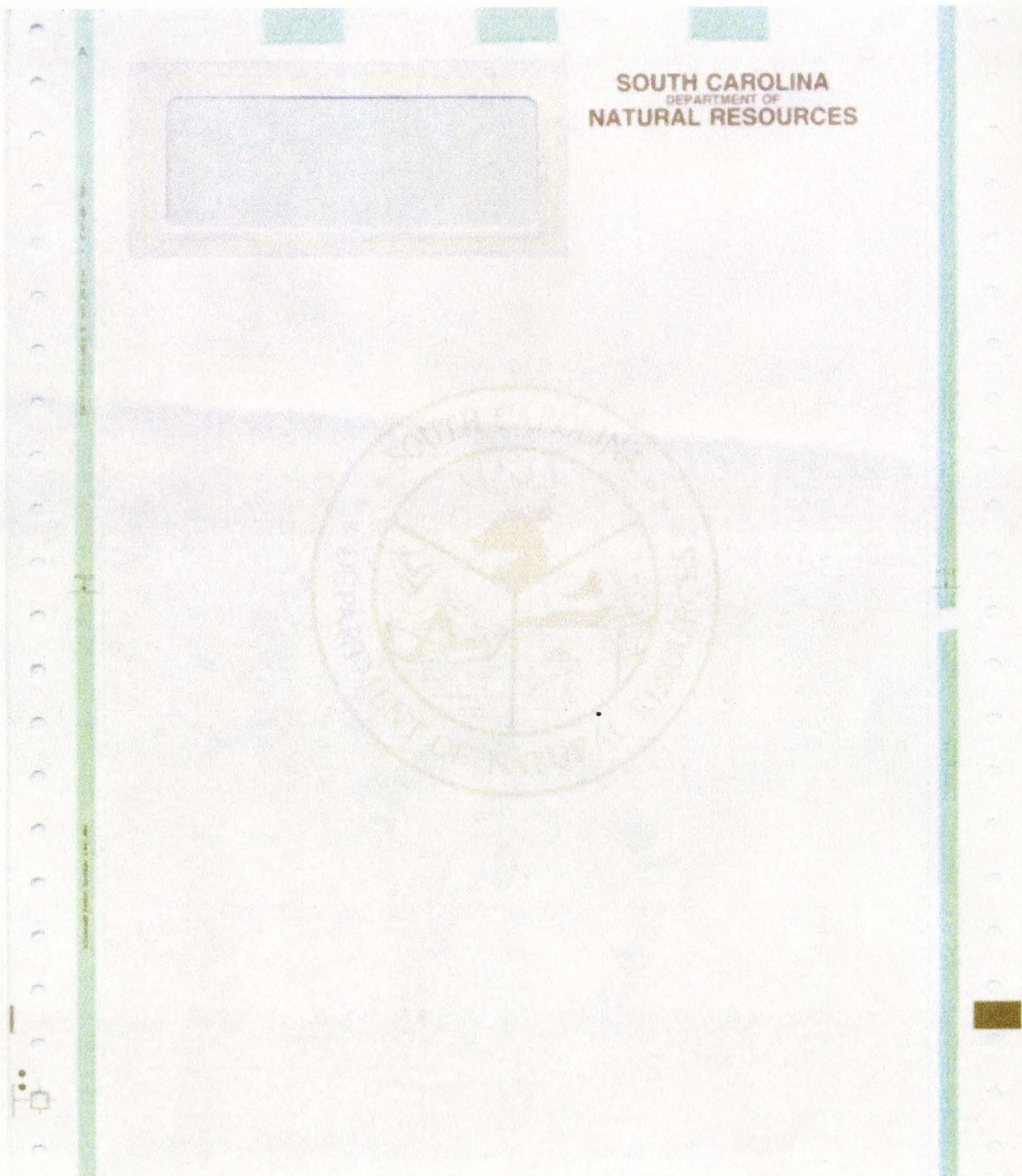
EXPIRATION DATE LENGTH YEAR CONTACT FOR FUEL USE TYPE



THIS REGISTRATION CARD MUST BE ON BOARD YOUR WATERCRAFT WHENEVER IT IS IN USE

DETACH THE ABOVE REGISTRATION CARD FROM THIS FORM AND SIGN IN THE SPACE PROVIDED ON THE BACK

Form 7. Watercraft Registration Card & Decal Mailer



Form 8. Generic Mailer

PHONE: (803) 734-3838



IN WHAT BODY OF WATER WILL YOU USE THESE DEVICES MOST OFTEN?

RESIDENT FEES						
DESCRIPTION	COST EACH	QUANTITY	AMOUNT	DESCRIPTION	COST EACH	QUANTITY
TRAMP TAG	5.00			SET HOOK PERMIT**	0.00**	
TRIFLINE TAG	2.50			JUG PERMIT	5.00	
SEEL POT TAG	5.00			COMMERCIAL LIC	00.00	
GILL NET TAG	5.00					
HOOK NET TAG	10.00					
				TOTAL AMOUNT ENCLOSED		\$

				NON-RESIDENT FEES			
DESCRIPTION	COST EACH	QUANTITY	AMOUNT	DESCRIPTION	COST EACH	QUANTITY	AMOUNT
TRAP TAG	\$0.00			SET HOOK PERMIT**	\$0.0000 ONE PER PERSON		
TROTLINE TAG	\$0.00			JUG PERMIT	\$0.00 ONE PER PERSON		
EEL POT TAG	\$0.00			COMMERCIAL LIC	\$400.00		
GILL NET TAG	\$0.00			TOTAL AMOUNT			\$
HOOP NET TAG	\$0.00			LESS CASH			

*ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY THIS DATE 08-16-2017

PERSONS WHOSE PROFILES ARE DAMAGED ARE NOT ELIGIBLE TO APPLY HOLD OR USE SECOND LICKING'S PARENTS STAMP ON FACE

I CERTIFY THAT I HAVE READ ALL THE STATE AND FEDERAL AGENCIES CONCERNING THIS APPLICATION AND AGREE TO ABIDE BY THE SAME.

SIGNATURE OF APPLICANTS

10023

A-9

SOUTH CAROLINA
DEPARTMENT OF
NATURAL RESOURCES

COMMERCIAL FUR LICENSE RENEWAL

P.O. BOX 11710
COLUMBIA, S.C. 29211

PHONE: (803) 734-3838

Carefully review the information below and make any corrections. Write the quantity you desire beside the items you are ordering. Sign and submit this application with the proper fee (MAKE CHECK PAYABLE TO SCNRH) to the address above. APPLICATIONS WITHOUT SIGNATURES WILL NOT BE PROCESSED.

PERSONAL INFORMATION

Check License Type Desired

- 1. Resident Commercial Fur License
- 2. Non-Resident Commercial Fur License
- 3. Resident Fur Buyer's License
- 4. Non-Resident Fur Buyer's License
- 5. Fur Processor's License

Cost

10.00
100.00
100.00
250.00
300.00

CHECK ONE

TRAPPER ☐

NON-TRAPPER ☐

If you ordered item 1 or 2 above, order any tags desired below:

Species	Cost Each	Quantity	Amount	Species	Cost Each	Quantity	Amount
Raccoon	.50			Muskrat	.25		
Gray Fox	1.00			Weasel	5.00		
Red Fox	1.00			Mink	1.00		
Bobcat	2.00			Skunk	.25		
Other	2.00			Opossum	.25		
Beaver	.25						

**TOTAL AMOUNT
ENCLOSED**

\$

PERSONS WHOSE PRIVILEGES ARE SUSPENDED ARE NOT ELIGIBLE TO APPLY, HOLD OR USE SCNRH LICENSES, PERMITS, STAMPS OR TAGS.

CERTIFY THAT I HAVE READ ALL THE TERMS AND REGULATIONS CONCERNING THIS APPLICATION AND AGREE TO ABIDE BY THE SAME.


SIGNATURE OF APPLICANT

DATE

Form 10. Fur License Renewal Mailer

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES


2003 GUIDELINES - Game Zone 1, 2, & 4; tags are valid on public or private land starting Oct. 1. Utilization is limited to 2 tags only in GZ 1. **Game Zones 3 & 5-11;** tags are valid on private lands only starting Sept. 15. Tags are also valid on Sandhills State Forest WMA in Chesterfield Co. and North Oconee WMA in Bertie Co. during any open season for deer starting Sept. 15. Tags do not have to be used on scheduled either sex days statewide. Tags are not valid on properties enrolled in the Antlerless Deer Quota Program. Tags do not alter the daily or seasonal bag limits.



ANTLERLESS DEER TAG
South Carolina Department of Natural Resources

Day of Kill: _____


NOTCH OUT NORTH AND DAY OF KILL



ANTLERLESS DEER TAG
South Carolina Department of Natural Resources

Day of Kill: _____


NOTCH OUT NORTH AND DAY OF KILL



ANTLERLESS DEER TAG
South Carolina Department of Natural Resources

Day of Kill: _____

NOTCH OUT NORTH AND DAY OF KILL



ANTLERLESS DEER TAG
South Carolina Department of Natural Resources

Day of Kill: _____

NOTCH OUT NORTH AND DAY OF KILL

2003 GUIDELINES - Game Zone 1, 2 & 4; tags are valid on public or private land starting Oct. 1. Utilization is limited to 2 tags only in GZ 1. **Game Zones 3 & 5-11;** tags are valid on private lands only starting Sept. 15. Tags are also valid on Sandhills State Forest WMA in Chesterfield Co. and North Oconee WMA in Bertie Co. during any open season for deer starting Sept. 15. Tags do not have to be used on scheduled either sex days statewide. Tags are not valid on properties enrolled in the Antlerless Deer Quota Program. Tags do not alter the daily or seasonal bag limits.

SIGNATURE: _____

NOT VALID UNTIL SIGNED

2003 GUIDELINES - Game Zone 1, 2 & 4; tags are valid on public or private land starting Oct. 1. Utilization is limited to 2 tags only in GZ 1. **Game Zones 3 & 5-11;** tags are valid on private lands only starting Sept. 15. Tags are also valid on Sandhills State Forest WMA in Chesterfield Co. and North Oconee WMA in Bertie Co. during any open season for deer starting Sept. 15. Tags do not have to be used on scheduled either sex days statewide. Tags are not valid on properties enrolled in the Antlerless Deer Quota Program. Tags do not alter the daily or seasonal bag limits.

SIGNATURE: _____


NOT VALID UNTIL SIGNED

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SIGNATURE: _____

NOT VALID UNTIL SIGNED


VOIDED TAGS ARE NOT USABLE UNDER PENALTY OF LAW



ANTLERLESS DEER TAG
South Carolina Department of Natural Resources

Day of Kill: _____

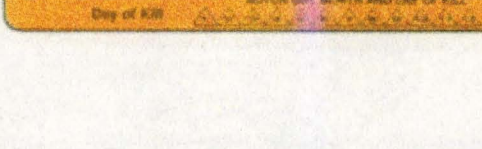
NOTCH OUT NORTH AND DAY OF KILL



ANTLERLESS DEER TAG
South Carolina Department of Natural Resources

Day of Kill: _____

NOTCH OUT NORTH AND DAY OF KILL



ANTLERLESS DEER TAG
South Carolina Department of Natural Resources

Day of Kill: _____

NOTCH OUT NORTH AND DAY OF KILL

2003 GUIDELINES - Game Zone 1, 2 & 4; tags are valid on public or private land starting Oct. 1. Utilization is limited to 2 tags only in GZ 1. **Game Zones 3 & 5-11;** tags are valid on private lands only starting Sept. 15. Tags are also valid on Sandhills State Forest WMA in Chesterfield Co. and North Oconee WMA in Bertie Co. during any open season for deer starting Sept. 15. Tags do not have to be used on scheduled either sex days statewide. Tags are not valid on properties enrolled in the Antlerless Deer Quota Program. Tags do not alter the daily or seasonal bag limits.

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NOT VALID UNTIL SIGNED

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SIGNATURE: _____

NOT VALID UNTIL SIGNED

EITHER SEX DAYS FOR 2003 FIREARMS SEASON

Game Zone 1: Nov. 7-8, 14-15

Game Zones 2-11 (excluding Dillon, Horry, and Marion counties): Oct. 4, 11, 17-18, 24-25, 31-Nov. 1, Nov. 7-8, 14-15, 21-22, Dec. 30, 27, and Jan. 1

Dillon, Horry, and Marion counties: Oct. 4, 17-18, 24-25, Nov. 21-22

Form 11. Piedmont Antlerless Deer Tag Mailer

SHRIMP BAITING PERMIT

ISSUE DATE: _____ EXPIRATION DATE: _____ PERMIT NUMBER: _____

PERSONS WHOSE PRIVILEGES ARE SUSPENDED ARE NOT ELIGIBLE TO HAVE APPLIED FOR LICENSE, PERMITS, STAMPS OR TAGS.

S.C. DEPT. OF NATURAL RESOURCES
P.O. BOX 12868, CHARLESTON, S.C. 29422 (803) 963-9312

DETACH THE LICENSE CARD AT RIGHT AND BE SURE TO SIGN IT IN SPACE PROVIDED →

SIGNATURE: _____

S.C. DEPT. OF NATURAL RESOURCES

S.C. DEPT. OF NATURAL RESOURCES

S.C. DEPT. OF NATURAL RESOURCES

S.C. DEPT. OF NATURAL RESOURCES

S.C. DEPT. OF NATURAL RESOURCES

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S.C. DEPT. OF NATURAL RESOURCES

S.C. DEPT. OF NATURAL RESOURCES

S.C. DEPT. OF NATURAL RESOURCES

S.C. DEPT. OF NATURAL RESOURCES

SOUTH CAROLINA DEPT. OF NATURAL RESOURCES
SHRIMP BAITING PERMIT

ATTENTION
THIS ENVELOPE SHOULD CONTAIN YOUR SHRIMP BAITING PERMIT AND 16 POLE TAGS. CHECK ALL PREPRINTED INFORMATION AND NOTIFY THE S.C. DEPT. OF NATURAL RESOURCES (803) 963-9312 OR (803) 734-3833 OF ANY ERRORS.

Form 12. Shrimp Baiting Permit Mailer

Appendix B

PS-4 Turbo SpeediSealer® Pressure Seal System



The PS-4 Turbo transforms inefficient mail room operations into streamlined, productive processing centers. The system folds, seals and stacks single page forms to produce secure, confidential documents that are ready for the mail. Envelopes are eliminated as pressure seal forms serve as both the mail piece and the envelope. The result is a ready-to-mail document processed in one economical and efficient operation.

The PS-4 Turbo is ideal for organizations with lower monthly mail processing volumes as well as businesses producing hundreds of thousands of mail pieces per month. It's a powerhouse of production that delivers...

- Productivity - 8,000 Documents Per Hour
- Reduced Mailing Costs
- Single Piece Mail Integrity
- Minimal Operator Involvement
- Ease of Use

MOORE

Pressure Seal folder/sealer equipment

FAST.

RELIABLE.

CLEAN.

CONVENIENT.



High Capacity Stocker: holds up to 1,000 forms that are ready for the mail.

The PS-4 Turbo serves the communication needs of a wide range of mail applications such as:

- Invoices
- Payroll
- Account Statements
- Student grade reports
- Government tax, license and summons notices
- Mortgage loan notices, PIN notices, escrow statements
- Patient bills and HMO ID cards
- and many others

The PS-4 Turbo will help you reduce costs, improve operations, and increase revenue. The remarkable self-mailer system minimizes costs by eliminating envelopes and automating labor intensive mailing operations. The system also improves cash flow. Invoices, bills, and direct mail are a few examples that when placed in the mail stream sooner generate improved cash flow and increased revenue. Best yet, the PS-4 Turbo and Moore's SpeedSealer pressure seal forms can help you obtain postage savings!

Moore meets the needs of your diverse mailing applications by providing a broad range of pressure seal forms. Continuous or cut sheet forms, one color or four color forms, heavy weight or security forms, NICH printed or tip-on forms. Moore produces and delivers pressure seal forms to meet your needs. Moore's forms have been tested and approved for use in a wide range of non-impact printers such as Rema, IBM, and Océ/Siemens.

The PS-4 Turbo and all SpeedSealer pressure seal systems are supported by Moore's nationwide professional service organization and a team of Mailing Systems Specialists. These highly skilled professional experts assure you that Moore's mailing solutions meet the needs of your business today...and beyond.

System Specifications

Speed:	Up to 8,000 forms per hour (based on 31" Z-fold)
Input Hopper:	200 forms
High Capacity Stocker:	1,000 forms
Double Document Detection:	Detects if documents have been fed together prior to folding and sealing.
Single Document Sealing Station:	Hand feed single forms for folding and sealing.
Width:	25" (64 cm)
Height:	52" (132 cm)
Length:	72" (181 cm)
Weight:	425 lbs (193 kg)
Power:	120V, 60Hz, 4A
Certifications:	UL Std 1950, FCC Part 15, OSHA and CSA C22.2

Fold Constructions

C, V, Z, Eccentric C, Eccentric Z, Double Parallel

Form Specifications

SIZE	Minimum	Maximum
Width:	4" (10.2 cm)	9 1/2" (24.1 cm)
Length:	7" (17.8 cm)	14" (35.6 cm)
WEIGHT	Minimum	Maximum
Bond/Ledger:	242	388

Moore and its subsidiaries is engineering our products for greater customer application. Moore reserves the right to make specification changes without advance notification.

Please call 1-800-871-8000 for additional information.

Moore
275 N. Field Drive
Lake Forest, IL 60045
Tel: 847.615.6000
<http://www.moore.com>

MOORE®

Printed on recycled paper by Moore
MOORE FORMS 2000 ©1998 Moore

Pressure Seal folder/sealer equipment